

## Creating a Self-Service Job Seeker Account

The screenshot shows the IllinoisJobLink.com website. The header features the site's logo and name. A main navigation menu on the left includes links like 'Return to IDES', 'JobLink Home', 'Find a Job', 'Find Employees', 'Resources', 'Contact', and 'FAQ/Help'. A sub-menu for 'Find a Job' is open, showing 'Overview', 'Quick Job Search', and 'Create an Account'. The 'Create an Account' option is highlighted. Below the navigation menu, there are sections for 'Quick Links' and 'Statistics'. The main content area has a banner for 'FOR SERVICE INDUSTRIES' with a hand ringing a bell. To the right of the banner is an 'ABOUT US' section. Below the banner are two columns: 'FIND A JOB' and 'FIND EMPLOYERS'. The 'FIND A JOB' column contains text about the state's hiring board and the website's features. The 'FIND EMPLOYERS' column contains text about the website being free for workers and employers. On the far right, there is a 'LOG IN' section with fields for 'Username' and 'Password', a 'Log in' button, and a link for 'Forgot your password?'. Below the login section is a 'Not Registered Yet?' section with a link to 'Learn more: Job Seekers Employers'.

**IllinoisJobLink.com**

Return to IDES  
JobLink Home  
Find a Job ▶  
Find Employees ▶  
Resources ▶  
Contact  
FAQ/Help

**Quick Links**  
Quick Job Search  
Quick Resume Search  
Veterans Priority  
File for Unemployment  
Illinois State Jobs  
Text Size

**Statistics**  
43953 Jobs  
69209 Resumes

**ABOUT US**  
This is **Illinois JobLink** - your best source for posting and finding jobs in the state of Illinois. Whether you're looking for that perfect job, that perfect employee or information on an industry or workforce, **Illinois JobLink** is for you.

**LOG IN**  
Username  
Password  
Log in  
Forgot your password?

**Not Registered Yet?**  
Learn more:  
Job Seekers  
Employers

**FOR SERVICE INDUSTRIES**

**FIND A JOB**

Illinois businesses are hiring. And they are looking for workers on Illinoisjoblink.com The state's hiring board features more than 100,000 help-wanted ads. Job seekers can build multiple resumes to emphasize different skills and experiences. Business owners can use keyword matching technology to search resumes and find the best candidate. Illinoisjoblink.com is free for workers and employers. It compares favorably to private efforts that cost hundreds of dollars. No-cost HR recruitment services are available at the website and at (877) 342-7533.

**FIND EMPLOYERS**

In the main menu, point to **Find a Job** and click **Create an Account**.

First, JobLink guides you through creating a Basic Account. Once you have completed the Basic Account, you will have the option to continue and create a Plus Account.

## New Account Creation for Job Seeker

You are not required to provide your Social Security number. We request it for two purposes. First, to see if you have an account in State or if you have previously received workforce services in State. Second, we ask for your Social Security number to support data collection and reporting requirements for federal workforce programs. If you provide your Social Security number, it will be maintained in a secure and confidential manner and will not be released without your express consent.

If you are registering to receive unemployment compensation or cash assistance from other federal or state programs, failure to provide your Social Security number could affect your eligibility to receive those benefits or cause you to become ineligible for those benefits.

Social Security Number	<input type="text" value="450-98-7542"/>
	<input type="checkbox"/> I decline the entry of my Social Security Number

Read the text on the New Account Creation for Job Seeker page carefully before you decide whether to provide your Social Security Number (SSN). Keep in mind that if you are registering to receive unemployment compensation or cash assistance from other federal programs, not providing your SSN could prevent you from receiving those benefits. Type your SSN, or select **I decline the entry of my Social Security Number**. Click **Continue**.

If you chose to provide your SSN, re-enter it and click **Continue**. If you chose not to provide your SSN, click **Cancel**.

## New Account Creation for Job Seeker

\* indicates a required field

\* indicates a required field

* Username	<input type="text" value="alindeman"/>		
* Password	<input type="password" value="....."/>		
Confirm Password	<input type="password" value="....."/>		
Email Address	<input type="text" value="alindeman@acme.net"/>		
Confirm Email Address	<input type="text" value="alindeman@acme.net"/>		
* Security Question	What is your mother's maiden name? <input type="button" value="v"/>		
* Answer	<input type="text" value="Craig"/>		
* First Name	<input type="text" value="Alex"/>		
Middle Name	<input type="text"/>		
* Last Name	<input type="text" value="Lindeman"/>		
* Address	<input type="text" value="1111 SW 1st St."/>		
Address Line 2	<input type="text"/>		
* City	<input type="text" value="Topeka"/>		
* State	Kansas <input type="button" value="v"/>		
* ZIP/Postal Code	<input type="text" value="66612"/>		
* Country	United States <input type="button" value="v"/>		
International State/Province/County	<input type="text"/>		
Phone	<input type="text" value="785-293-0123"/>	Ext.	<input type="text" value="*"/>
Alternate Phone	<input type="text" value="000-000-0000"/>	Ext.	<input type="text" value="*"/>
Fax	<input type="text" value="000-000-0000"/>		
* Date Of Birth	<input type="text" value="12/03/1975"/>		

Provide, at a minimum, all of the required information. Required information is marked throughout JobLink with a blue asterisk. Create a username and password. Usernames must be 6 to 20 characters long, and may not contain spaces or special characters (such as a question mark or dollar sign). Passwords must be 8 to 20 characters long and contain at least one letter, number, and special character. Passwords cannot contain spaces. Providing your email address is optional, but you must provide one if you want to receive emails about job openings, services, activities, and job referrals. Select and answer a security question. The security question will be used to verify your identity in case you forget your username or password. Provide your name, address of residence, and date of birth. If you do not have an address of residence, enter the address of your local American Job Center.

	<div> <div>Employment Status</div> <div>Employment Status</div> <div> <input type="radio"/> Employed <input type="radio"/> Employed, but with notice of termination or military separation <input checked="" type="radio"/> Not Employed <input type="radio"/> N/A </div> </div>
Number of weeks not employed	More than 26 weeks ▾
Interstate Worker	Live in Kansas and looking for work in Kansas ▾
State Unemployment Insurance claims (UI) program	Please select your Claimant status ▾
	Referred by Worker Profiling and Reemployment Services (WPRS) N/A ▾
	<div> <div>Have you served on Active Duty with the Armed Forces of the United States?</div> <div>* Have you served on Active Duty with the Armed Forces of the United States?</div> <div> <input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> N/A </div> </div>
Are you the spouse of a veteran?	N/A ▾
<div>Continue</div> <div>Cancel</div>	

The rest of the information on this page (except for the Active Duty question) is requested but not required. If you answer “No” to the Active Duty question, the spouse of a veteran question is required. This ensures that all eligible individuals receive veteran’s priority of service.

## Your Illinois JobLink Job Seeker Basic Account Is Complete

You're on your way to finding that perfect job!

**Now you can:**



**CREATE A PLUS ACCOUNT**



**BUILD A RESUME**

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[Visit Your Home Page](#)

If you have not served on Active Duty with the Armed Forces of the United States and are not the spouse of veteran, your Basic Account is complete. Now you can:

- Perform advanced job searches and save your searches
- Build and post an online resume
- Receive email alerts about job openings, and
- Create a PLUS Account.

Creating a PLUS Account is free and will help our staff match you with your ideal job. To create a PLUS Account, click **CREATE A PLUS ACCOUNT**. If you don't want to create a PLUS Account right now, you can still do so at any time by clicking Add/Edit a PLUS Account on your home page.

If you *have* served on Active Duty with the Armed Forces of the United States or you *are* the spouse of a veteran, JobLink skips this page and leads you directly into the first page of PLUS Account creation.

**Information Privacy:**

[Print Privacy Statement](#) 

**IDL JOB SEEKER USER AGREEMENT**

\* ☒ I Accept

**Authorization to Obtain Information**

The Department of Employment Security is legally required to protect the confidentiality of information that you may provide it in connection with Illinois JobLink and other programs that the Department administers. The Department may share that information with federal, state, or local agencies for limited purposes, only as specifically authorized by law, including but not limited to verifying your eligibility for other governmental programs. An entity to which the Department is authorized to provide information that pertains to you is legally required to maintain the confidentiality of the information to the same extent as the Department. The Department may send you enewsletters in the future notifying you of Department sponsored employment services and events.

Department of Employment Security

To verify your acceptance, please provide your Username and Password:

\* Username

\* Password

[<< Go Back](#)

[Cancel](#)

[Next Step >>](#)

You should allow some time to complete all the sections in the PLUS account registration. There are four simple steps to creating a PLUS account:

1. **Get Started** - This section covers your basic information so we can provide you with all the benefits Illinois JobLink has to offer.
2. **About You** - In this section, we'll dig a little deeper! But don't worry - all of this information is confidential. The Illinois JobLink staff can use the information you provide to better match you to opportunities.
3. **Work Experience** - Tell us about your job history.
4. **Review and Edit** - You can review everything and make changes if needed.

### Eligibility/Authorization

Please read the following statements carefully and check "I accept" under each one if you agree. You must accept all three statements before you can continue our PLUS Account registration.

#### Equal Opportunity Statement:

[Print EO Statement](#) 

##### Equal Opportunity is the Law

The Illinois Department of Employment Security (IDES) administers programs authorized under the Wagner-Peyser Act (Employment Service) and Unemployment Insurance programs authorized under Title III of the Social Security Act. It is against the law for the Illinois Department of Employment Security (IDES), a recipient of federal financial assistance, to discriminate on the following bases:

\* ☒ I Accept

Creating a PLUS Account is a four-step process. Step 1 is Get Started. To complete the Get Started page:

- Carefully read the Equal Opportunity Statement and Data Privacy Notice. If you agree, leave the **I Accept** boxes selected. You must accept both the Equal Opportunity Statement and Data Privacy Notice to continue. If you would like to print either statement for your records, click the **Print** links.
- Carefully read the Authorization to Obtain Information and select all of the statements that apply. In the top section, you may grant ServiceLink one-stop partners access to your information. In the bottom section, you may give specific agencies permission to provide your information to ServiceLink one-stop partners. You are not required to select any of the statements. To confirm your selections, enter your username and password at the bottom of the page. Then click **Next Step**.

### Registration Information for Alex Lindeman

\* indicates a required field

We are required to request the following information:

Phone	<input type="text" value="000-000-0000"/>	Ext.	<input type="text" value="*"/>
Social Security Number	<input type="text" value="397273628"/>		
	<input type="checkbox"/> I decline the entry of my Social Security Number		
* Date Of Birth	<input type="text" value="12/03/1980"/>		

Please note: To insure the data we collect is accurate we ask you fill out the following information. If you answer "Yes" to the Ethnic Hispanic or Latino question, you are encouraged to also identify your race or races. If you answer "No" or "Not Self Identified" then the Race question must be answered.

* Ethnic Hispanic/Latino	<input type="text" value="No"/>
	<div>Race (Please check all that apply)<ul style="list-style-type: none"><li><input checked="" type="checkbox"/> White or Caucasian</li><li><input type="checkbox"/> Asian or Asian American</li><li><input type="checkbox"/> Black or African American</li><li><input type="checkbox"/> Hawaiian or Other Pacific Islander</li><li><input type="checkbox"/> American Indian or Alaska Native</li><li><input type="checkbox"/> More than one race</li><li><input type="checkbox"/> Not Self Identified</li></ul></div>
* Gender	<input type="text" value="Male"/>
	<div>* Are you a single, separated, divorced or widowed individual with primary responsibility for one or more dependents under the age 18? <input type="text" value="Please select"/></div>
* Number in Family	<input type="text"/>

Step 2 of creating a PLUS Account is About You. The About You section consists of several pages of questions beginning with the Registration Information page. All of the information you provide in the About You section is confidential; it will be used to help job center staff better match you with job opportunities and provide employment-related assistance.

JobLink may have answered some of the questions (like Date of Birth) for you, based on the information you provided when you created your Basic Account. Confirm these answers, and provide (at a minimum) the rest of the required information. If you select **Yes** for Individual with Disability, you must also select a Category of Disability.



Disability	
	<p>* Individual with Disability (For this question, disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual.)</p> <p>No ▼</p>
Category of Disability	Please Select the Category of Your Disability ▼
* Education Status	Please select your Education Status ▼
* Highest School Grade Completed	Not Reported/Not Applicable ▼
	<p>* Have you served on Active Duty with the Armed Forces of the United States?</p> <p>Yes ▼</p>
<p>Next Step Clear</p>	

When you are finished, click **Next Step**. If you chose not to provide your Social Security Number, a warning page displays. Click **Cancel** to return to the Registration Information page and enter your SSN. If you do not want to provide your SSN, click **Decline entry of the SSN** to continue.

## Veteran Information - Alex Lindeman

\* indicates a required field

\* Will you be separating from active duty within the next 12 months?

No

\* Will you be retiring from the military within in the next 24 months?

No

\* Are you currently a participant or were you a participant in the Transition Assistance Program?

No

\* Did you serve on active duty in the U.S. Armed Forces during a war or in a campaign or expedition for which a campaign badge or expeditionary medal has been authorized as identified and listed by the Office of Personnel Management(OPM)?  
A current listing of the campaigns can be found at [OPM's website](#).

Yes

\* Are you a homeless veteran?

No

\* Are you currently a participant or have you been a participant in the Veterans Retraining Assistance Program (VRAP)?

Yes

Please enter the DOL Unique VRAP Identification Number if known

If you answered that you have served on Active Duty for the Armed Forces of the United States, and/or that you are the Spouse of a Veteran, one or more of the veteran information pages will display. JobLink may skip some of these pages, depending on your answers. Provide the required information. If your active duty service end date is in the past, you must answer the character of discharge question. Click **Next Step**. Provide (at minimum) the required information on any additional veteran or spouse of a veteran pages that display.

Once you have completed any applicable Veteran Information pages, the first Migrant Worker page displays. Read the definition of a migrant worker, and then answer the question at the bottom of the page. If you answer **Yes**, a second Migrant Worker page displays. Depending on your answers, a third Migrant Worker page may display. Answer the questions and click **Next Step**.

## Are you a Migrant Worker? - Alex Lindeman

\* indicates a required field

Certain types of seasonal agricultural work may qualify workers for additional services. Seasonal means temporary jobs which had a need of less than one year in duration, excluding job termination.

NOTE: Agricultural work is defined as having worked in the farming of cash grain crops such as: wheat, corn, soybeans; field crops such as cotton, potato, alfalfa, hay, and beets; vegetable crops such as: tomato, beans, broccoli, cucumber, peas, lettuce, and cabbage; or fruits and nuts such as: grapes, berries, pecan/walnuts, citrus, apples, pears, peaches and melons. Working in a nursery with bulbs, flowers, green house and bedding plants may qualify. Livestock farming such as dairy, cattle, sheep, turkeys and chickens, hogs, feedlots, and poultry hatcheries may qualify, as well as crop harvesting such as: plowing, fertilizer application, aerial spraying, crop thinning, or detasseling. Crop preparation such as pellet milling, grain fumigation, cleaning, or grinding may qualify as well.

Grass mowing, tree trimming, and sod growing do not qualify as agricultural work.

Migrant food processing includes working in canneries or packing sheds but would not include working in places like Frito-Lay, fruit stands, Quaker Oats, or similar establishments. Work in any food processing plant must have been both seasonal AND migrant (worker was provided housing as he/she was unable to commute to his/her permanent residence on a daily basis).

\* Do you believe that you are a Seasonal Farmworker/Migrant after reading the above definitions?

No

Provide the required information on the Employment Status page. If you are currently **Not Employed**, select the number of weeks you have been unemployed during the prior 26 weeks. If you are employed, or employed, but with notice of termination or military separation, select N/A for “Number of weeks not employed....” Select your Interstate Worker status. This let’s job center staff know where you are looking for work, relative to your state of residence. Click **Next Step**.

Provide the required information on the second Employment Status page and click **Next Step**.

### Employment Status - Alex Lindeman

\* indicates a required field

* Employment Status	Not Employed
	* Number of weeks not employed, if any, (at time of registration) during the prior 26 weeks
	12 weeks
* Interstate Worker	Live in another state but looking for work in STATE

If you are male and born on or after January 1, 1960, the Selective Service page displays. Indicate whether you are registered with Selective Service. If you are not registered, click the **Register online...** link. This opens the Selective Service System Online Registration website. Once you have completed your Selective Service online registration, return to JobLink and select **Yes** for "Have you registered with Selective Service?" If you are exempt from Selective Service registration, you must provide a reason for the exemption. Click **Next Step**.

If you are female, or a male who was born before January 1, 1960, JobLink skips the Selective Service page.

### Selective Service - Alex Lindeman

\* indicates a required field

* Have you registered with Selective Service?	<input type="text" value="Yes"/>
	Reason for Exemption (2500 character max.)
	<div></div> <div>ABC <a href="#">Check spelling</a></div>

Register online if you need to register with Selective Service

On the Eligibility to Work in the United States page, select your Work Eligibility Status. If you are a non-citizen eligible to work in the U.S., you must select a USCIS Form Number from the drop-down. The drop-down lists all acceptable List A and List C form numbers from the Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9, Employment Eligibility Verification. If you select a form number from the USCIS drop-down, you must enter an Alien Certification Number. If you select **Other** from the USCIS drop-down, you must provide a description in the Other Description text box. Click **Next Step**.

### Eligibility to Work in the United States - Alex Lindeman

\* indicates a required field

* Work Eligibility Status	<input type="text" value="U.S. Citizen"/>
Refugee	<input type="text" value="Please Select"/>
USCIS Form Number	<input type="text" value="Please select a form number"/>
Alien Certification Number	<input type="text"/>
Other Description	<input type="text"/>

### Dislocated Worker - Alex Lindeman

Please select the ONE that best describes your situation.

- ☒ Have you been laid off or received a notice of layoff from your employer as a result of a reduction in the employer's workforce or received a notice of termination from your employer?
- ☐ Have you been laid off or received a notice of layoff from your employer as a result of a permanent closing or major layoff?
- ☐ Are you employed by an employer who has made a general announcement that the business will close within 180 days?
- ☐ Are you employed by an employer who has made a general announcement that the business will close, without naming a specific date?
- ☐ Were you self-employed and are now unemployed due to general economic conditions or a natural disaster in your community?
- ☐ Are you a displaced homemaker? A displaced homemaker is an individual who was dependent on support from a family member whose support is no longer available, is unemployed or underemployed, and is having difficulty finding a job or finding a good job.
- ☐ Are you unemployed as a result of military closures or realignments?
- ☐ Are you unemployed due to multiple layoffs in a single local community, significantly increasing the total number of unemployed workers?
- ☐ Are you unemployed due to emergencies or natural disasters which have been declared eligible for public assistance by the Federal Emergency Management Agency (FEMA)?
- ☐ None of the above

Next Step

Clear

On the Dislocated Worker page, select the ONE question that best describes your situation. If none of the questions apply, select the last response: **None of the above**. Depending on your answer, a second Dislocated Worker page may display. Answer the questions, and click **Next Step**. Depending on your answers, a third Dislocated Worker page may display. Click **Next Step**.



## What type of job are you looking for?

Specify the occupation that best matches the type of work you will look for in the coming weeks. This information will help better match you to available jobs.

\* indicates a required field

* Job title you are looking for	<input type="text" value="Graphic Designer"/>
* Job Category	<input type="text" value="Arts, Design, Entertainment, Sports, and Media"/> <input type="button" value="v"/>
<input type="button" value=" &lt;&lt; Go Back"/> <input type="button" value=" Next Step &gt;&gt;"/>	

## Select the Occupation that Best Describes Your Work Wanted

We have searched our database for the occupations (the O\*NET descriptions) that best match your work experience. This is used to match you with available jobs.

Check one and click the **Next Step** button:

☐ **Graphic Designers**

Graphic Designers : Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

☒ **None of these match the job I want**

<input type="button" value=" &lt;&lt; Go Back"/>	<input type="button" value=" Cancel"/>	<input type="button" value=" Next Step &gt;&gt;"/>
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Step 3 of creating a PLUS Account is Work Experience. The Work Experience section asks you to provide information about the type of job you are looking for. This information will help job center staff match you more accurately with available jobs. Enter the job title you are looking for. Then select the job category that best matches the job title. Click **Next Step**. JobLink searches for a matching occupation. Multiple potential matches may display. If none of the occupations are a good match for your target job, select **None of these match the job I want** and click **Next Step**. Search for and select an occupation using one of the four search methods. For additional instructions, see the JobLink Training Video, *Searching for an Occupation*.



The last step of creating a PLUS Account is Review & Edit. The Review & Edit page displays all of the selections you made and the information you provided. Review the information carefully for accuracy. To edit your selections on the Equal Opportunity/Data Privacy/Authorization to Obtain Information page, click the **Edit** button. If you need to make any changes to the rest of your information, click the **Edit** links.

Step 1 - Get Started
Edit

**Checked:** Release my information to ServiceLink One-Stop partners.

**Checked:** Social and Rehabilitation Services (SRS) may provide information regarding my participation in Economic Employment Support Programs (EES) and/or Rehabilitation Services Programs (RS).

**Checked:** The Department of Labor may provide information related to employer reported wage records, employer reported new hire information, and Unemployment Insurance Benefit information.

**Checked:** The Department of Commerce may provide information regarding my participation in Employment, Reemployment, and Training programs.

**Checked:** The Department of Education may provide my GED test scores and records relating to my current and past education, as maintained by local and state education programs.

**Checked:** The Board of Regents may provide my GED test scores and records relating to current and past education, as maintained by members of the Regents system.

**Checked:** Employment information maintained by current and past employers.

Step 2 - About You

Personal

Social Security Number	XXX-XX-9128	Edit
Date of Birth	12/31/1980	
Race	White or Caucasian	
Ethnic Hispanic/Latino	No	
Gender	Male	
Are you a single, separated, divorced or widowed individual with primary responsibility for one or more dependents under the age 18?	No	
Number In Family	1	
Individual with Disability (For this question, disability means, a physical or mental impairment that substantially limits one or more of the major life activities of an individual.)	No	
Category of Disability	Please Select the Category of Your Disability	
Education Status	High School Diploma or GED, Not Attending School	

## Your Job Seeker PLUS Account Registration is Complete

Let's get started finding that job that you've been looking for! You are now eligible for more benefits including better job matching to prospective jobs, as well as staff-assisted services. And remember, the best way Illinois JobLink or employers can match you with available jobs is if you complete a resume. Build or update your resume by clicking the link below.



**MY HOME PAGE**



**BUILD A RESUME**

Congratulations! You have completed your PLUS Account. To visit your personal home page, click **MY HOME PAGE**. To build and post a resume, click **BUILD A RESUME**. For instructions on building a resume, see the JobLink Training Video, *Creating a Resume*. Thank you for completing this training.